

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
EMERGENCY MANAGEMENT PROGRAM SPECIALIST  
DURATIONAL

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** **Candidates on a Current Exam Certification List**

**Location:** Emergency Services, Hartford

**Job Posting No:** 104344 & 104345

**Salary:** \*\$63,502.00 - \$82,022.00 (New hires to state employment start at the minimum salary range)

**Closing Date:** **Friday, May 10, 2013**

**NOTE:** Both positions are assigned to the Recovery Unit of the Division of Emergency Management and Homeland Security for a period of 1 year. The purpose of these positions is to process work resulted from multiple major disasters that have occurred in Connecticut.

**EXAMPLES OF DUTIES:** Assist DEMHS Recovery Staff in all aspects of administration of the FEMA Public Assistance Program; assist in the review of applicable federal guidelines to determine applicant eligibility; review applications, project worksheets, and back-up documentation from municipalities, state agencies, special district and private from non-profit entities; scan and distribute federal disaster assistance program documents to and from FEMA; maintain and update electronic and hard files with necessary program documentation; maintain audit quality documentation for program expenditures; assist with development of appeals, extension requests and other correspondence necessary to administer the program; may be required to staff the Emergency Operations Center (EOC) during a partial or full activation due to significant state events.

**Eligibility Requirement:** **Candidates must have applied for and passed the EMERGENCY MANAGEMENT AND PROGRAM SPECIALIST exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Special Requirement:**

1. Incumbents in this class must possess and retain a valid Motor Vehicle Operator's License.
2. Incumbents in this class may be required to travel.
3. Emergency management drills and actual emergencies may require work outside of normal hours.
4. On-call status may be required.

**Note:** The filling of these positions will be in accordance with reemployment, SEBAC, transfer and promotion employment rules, if applicable.

**Application Instructions** Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **\*Friday, May 10, 2013, close of business** to:

**The Department of Emergency Services & Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Denise Shelton, Human Resources Associate**  
**Fax: (860) 685 – 8356**

**\*Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**